

1 April 1986  
DDA 86-0636

MEMORANDUM FOR: Director of Information Services  
Director of Logistics  
Director of Personnel  
Director of Security  
Director of Training and Education

FROM:

[Redacted]

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Executive Officer to the DDA

SUBJECT: DA New Communications Services, FY1988 through FY1992

REFERENCES: A. DD/A 85-3990/1, dated 21 November 1985,  
Same Subject  
B. OC-1016-85, dated 30 October 1985,  
Same Subject

1. Attached are the cost estimates for new communications services which your office identified for domestic activities. The costing figures are submitted for use in preparing the Directorate of Administration (DA) FY1988 through FY1992 budget.

2. The 1988 Program and Budget Call Instructions require that a TAB 13 (Communications Services-New Requirements) be submitted with your Office 1988 Program submission. Requests for communications services in FY1986 and FY1987 and which are currently funded in the FY1986 and FY1987 budgets are to be reflected in TAB 13. Services requested in FY1988 should be reflected in TAB 13 if funding is provided in your base level or an ongoing program and/or if your office has an approved new initiative entering the 1988 program. Communication services due in FY1989 and beyond should be considered for funding when your 1989 Program is formulated, circa January 1987. In essence, only reflect those requirements in TAB 13 for which funds are included in the 1986, 1987 and 1988 office budgets. Naturally, communication services requirements which are not included in the budget become unfunded. Please ensure this memorandum is brought to the attention of your Plans and Budget personnel as soon as possible.

3. The Office of Communications (OC) will continue to track FY1988 through FY1992 New Communications Services for both OC and the Office of Information Technology (OIT) through the budget process for planning purposes. Please direct any questions to [Redacted] OC-MPS, secure

[Redacted]

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Attachments

cc: D/OIT  
D/OC

[Redacted]

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85-29712

OTE 85-1515

: 3 DEC 1985

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Training and Education

SUBJECT: New Communications Services Requirements,  
FY 1988 through FY 1992REFERENCE: Memo to Multiple Addressees fm DDA  
(OC - 1016-85), dtd 30 Oct 1985, same subject

1. Per the instructions in the referenced memorandum, the Office of Training and Education (OTE) is requesting the assistance of the Office of Communications (OC) in the identification, costing, and programming of resources for new communications services.

2. The current plans dictate that OTE move into a larger building by FY 1988. There is an FY 1987 new initiative (copy attached) with funding to begin in FY 1988 for the renovation, furnishing, and equipping of an office building. There is no funding for communications requirements in this initiative. [redacted] from the Office of Communications indicated that new building requirements are funded entirely by OC and the Office of Information Technology (OIT).

3. These costs would probably be minimal if the original plans to relocate OTE into [redacted] Building were followed, but that is no longer being considered as the only alternative. Contingency funding plans by OC and OIT must be made to cover the possibility of relocation into a building not previously utilized by the Agency.

4. The cost of providing communications services to a building that meets OTE's requirements will be substantial. The new building will be at least [redacted] square feet (approximately 65 percent larger than Chamber of Commerce). Secure phones will be needed for approximately [redacted] staff members as well as

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FY-1983 through FY 1992** [redacted]

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additional instruments to meet classroom and student requirements. There will be a minimum of [redacted] Agency standard main frame terminals located in classrooms and an additional [redacted] planned for staff use. [redacted]

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5. If additional information is required to facilitate the planning for these communications requirements, please call [redacted] OTE Plans Officer, secure [redacted]

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FY 1988 through FY 1992

C/Plans/OTE [redacted] 02 Dec 85)

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